

# **OFFICE OF SCHOOL IMPROVEMENT FIELD SERVICES UNIT**

11/6/2006

## **On Site Review Process Overview**

### **District Selection**

- Volunteer
- Rotational cycle
- Need

### **Initial Contact with District**

- Personal visit planned as needed to outline preparation at district and building level

### **Preparation Phase**

#### **by District**

- Select team leader
- Conduct preparation meeting (suggested checklist provided)
- Conduct a building meeting to prepare, involve everyone

#### **by MDE**

- Work with district in preparation
- Provide technical assistance as required during preparation phase

### **Agenda Established for On Site Visit**

- Beginning/ending time of review
- Participants to attend and length of required attendance
- Sites to be visited
- Exit meeting

### **Local District Submits Materials to MDE**

- Copy of the school improvement plan
- Copy of the district plan, if amended since the approval of the consolidated application
- Consensus school program study guide document and district consensus study guide
- A list of staff funded by each program, including name, position and FTE, organized by school
- A copy of the annual report/report card

### **On Site Review Day**

- Follow pre-arranged agenda
- Review materials
- Visit sites
- Discuss information as a team
- Conduct exit meeting

### **District Receives Written Report**

- If change is required, the consultant meets with the district to assist with plan for change